



**Employment Opportunity**  
425 Tenth Street Douglas, AZ 85607  
(520) 417-7326 Fax (520) 417-7155

**AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER**

THE CITY OF DOUGLAS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, VETERAN STATUS, GENETICS OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

**ANNOUNCEMENT #:** 21-22  
**ISSUE DATE:** May 17, 2022  
**CLOSING DATE:** May 27, 2022  
**TITLE:** **Water Technician I**  
**SALARY:** 14/\$29,109.60-\$43,012.32

**JOB SUMMARY:** This is an entry level position and an incumbent is under direct supervision during training and probationary period. Work is semi-skilled and of moderate difficulty in installing, maintaining and repairing water mains.

**MINIMUM QUALIFICATIONS:** High School Diploma or G.E.D.; Considerable experience in pipefitting or plumbing equivalent to three years. Appropriate post high school training or education may substitute for work experience. Valid Arizona Driver's License.

**SPECIAL REQUIREMENTS:** Must obtain Grade I Water Operator Certification from the Arizona Department of Environmental Quality within probationary period.

Residency within ten miles of the corporate limits of the City of Douglas, within the United States, required within a reasonable time after hire date.

**HOW TO APPLY:** Submit a City of Douglas application form to: City of Douglas Human Resources Department, 425 10th Street, Douglas, AZ, 85607; fax (520) 417-7155 or email [nadia.rodriguez@douglasaz.gov](mailto:nadia.rodriguez@douglasaz.gov). Applications must be received by 5:00 p.m. on the closing date specified on this announcement.

**EVALUATION METHOD:** Applications will be initially checked for minimum qualifications and screened out by the Human Resources Manager according to training and experience. Selected candidates will be invited to participate in an evaluation process.

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10/2020

CITY OF DOUGLAS

Job Title: Water Technician I

Reports To: Water Division Supervisor

Department: Public Works

FLSA: NE

OCCUPATIONAL CODE: SC

RANGE:14

**JOB SUMMARY:**

This is an entry level position and an incumbent is under direct supervision during training and probationary period. Work is semi-skilled and of moderate difficulty in installing, maintaining and repairing water mains.

**ESSENTIAL FUNCTIONS:**

(May not include all of the duties, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Assists in system maintenance (repairs/install water mains, valves, fire hydrants; repairs service lines; new service taps; flushes, tests and paints hydrants; locates valves; raises valves; flushes system; flushes dead ends; repacks valves/ductile pipe; maintains route; troubleshoots pumps and boosters; meter installation; street and sidewalk repair; and other necessary duties)
2. Reads water meters by entering data to a hand held computer unit or by using an advanced metering infrastructure (AMI) system.
3. Conducts AMI scan and installations as needed.
4. Services work orders generated by the administrative office.
5. Maintains assigned meter routes by cleaning meter boxes and alley ways; trimming weeds that obscure meter boxes; replacing old or broken meters or registers; raising and replacing boxes as needed.
6. Turns off water service for customers with delinquent accounts.
7. Reports customers that unlawfully turn water service back on.
8. Turns on water service for new customers or for customers that have brought their accounts current.
9. Assists in maintaining, compiling and updating operations logs and reports.
10. Assists in wells maintenance (maintains well daily; cleans weeds and debris; cleans motor and cement pad; cleans ISO 32 Reservoir; repairs/replaces dripper and dripper system; replaces spigots and corp stops (as needed); cleans Chlorinator rooms; troubleshoots and repairs chlorinators; repairs Chlorinator water hoses; replaces vacuum hoses; replaces pumps; daily residuals; maintains tank and reservoir areas, and other necessary duties)
11. Assists with office audit reports
12. Assists in Water Tech II office duties when needed
13. Operates welder as needed.
14. Assists with bluestake when needed.
15. Monitors Supervisory Control and Data Acquisition (SCADA) system during weekend duty and when assigned.
16. Loads and unloads trucks on occasional situations.

17. On occasion may work in conjunction with other divisions on projects by installing sewage lines, constructing storm drainage lines, and manholes.
  18. Responds to urgent situations on-call as required.
  19. Maintains tools and equipment.
  20. Assists in sewer back-ups.
  21. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
  22. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
  23. May perform other related duties as may be assigned from time to time.
- (The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

#### EVALUATION FACTORS:

##### Desirable Skills, Knowledge, and Abilities

- Knowledge of proper customer service techniques.
- Knowledge of tools, materials, equipment, techniques, and procedures used in water main maintenance, installation and repair.
- Knowledge of SCADA system
- Knowledge of proper traffic control methods.
- Knowledge of AMI system
- Knowledge of OSHA compliance and regulations as they pertain to the functions of this position.
- Ability to perform work and operate hand tools, mechanical equipment, power tools and some light equipment efficiently and safely.
- Ability to perform a variety of unskilled and semiskilled tasks in the maintenance, and repair of water mains and related areas.
- Ability to communicate effectively, understand and follow written or oral instructions, and keep simple records in English.
- Ability to perform a variety of manual labor for extended periods of time under unfavorable climatic conditions.
- Ability to establish and maintain effective working relationships with associate personnel and the general public.

Responsibility: Moderate supervision received after training and probationary period. Decision-making governed by procedure and focused on daily operations. Continually responsible for safe operation of equipment and proper work methods which are directly related to safety of worker, fellow workers, and general public. Continually care for and occasionally maintain related equipment.

Effort: Duties generally involve manual labor requiring average effort at an intermittent pace. Lifts objects weighing up to 60lbs.

**WORKING CONDITIONS:**

Work is performed primarily outside with frequent exposure to weather extremes. Frequent exposure to traffic, fumes, chlorine.

**MINIMUM QUALIFICATIONS:**

High School Diploma or G.E.D.; Considerable experience in pipefitting or plumbing equivalent to three years. Appropriate post high school training or education may substitute for work experience. Valid Arizona Driver's License.

**SPECIAL REQUIREMENT:**

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